**QUESTIONS RECEIVED ON THE TENDER EESC/DA-GREF/01/2017 Last update: 23 February 2017**

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| **Question No**  | **Question in full**  | **EESC's reply** |
| **1 Received on 25/01/2017** | **DURATION AND THE SCOPE OF THE PROJECT AND THE RELATED BUDGET**In the notice published on TED (ref. 2017/S 016-025323), I can read the following:* “Project duration in months: 48”
* “This contract is subject to renewal: yes”
* “Value excluding VAT: 210 000.00 EUR”

In the tender specifications :* 2.5 Timing of performance: “The duration of the contract is 12 months with effect from the date of its entry into force; it may be renewed for three further periods of 12 months
* 3.2 Digitising into .PDF/A format and saving on electronic media: “The contractor shall digitise approximately 250 000 pages a year.”

**Questions:** 1. Can you confirm that the project duration is 48 months?
2. Can you confirm that the budget of 210,000 EUR refers to one year of production (approx. 250,000 pages) and not 4 years (approx. 1,000,000 pages)?
 |  **1. DURATION OF THE PROJECT**1. As indicated in the draft framework contract, the framework contract will be concluded for **12 months** (point I.3.3).According to article I.3.5 of the draft framework contract, the framework contract is **renewed automatically three times for12 months each**, unless one of the parties receives *formal notification* to the contrary at least three months before the end of the ongoing duration.**2. THE SCOPE OF THE PROJECT AND THE RELATED BUDGET**2. According to article I.5.1 of the framework contract, the maximum amount covering all the purchases under this framework contract, including all renewals is EUR 210 000, meaning that this is the maximum amount that the EESC would pay for the services provided during the 48 months (four years) and not during 12 months (one year).The contractor will be expected to digitise and transfer onto microfiches approximately 250 00 pages a year. |

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| **2 Received on 01/02/2017** | **REQUEST FOR A MEETING**Can a meeting be arranged for this call for tender in order to consult a file sample so as to gauge the work involved (including preparing documents for scanning by removing staples, paper clips etc.)? | There is no provision for a site visit for this call for tender. |
| **3 Received on 09/02/2017** | We would ask you to clarify point "3.2.4 Technical and professional capacity criteria and evidence", "A. Criteria relating to tenderers".It is stated that for criteria A1 and A2 the following evidence is to be provided:* tenderers must provide references and declarations of satisfaction from their clients for three projects delivered in these fields in the last two years and completed at the time of submission with a minimum value for each project of EUR 15 000.
* Tenderers must providea minimum of 10 samplesofmicrofichesand10 samples of digitised files from the completed projects mentioned in evidence A1 above.

As we have signed non-disclosure agreements with our clients, in some cases we are not able to provide our clients' details and samples of the work that has been carried out (this data is often confidential).Question:1. Can you confirm that it is not obligatory to provide evidence at the time of submission?2. Could a declaration of satisfaction be replaced by a declaration of honour?  | 1. It is not obligatory to provide evidence at the time of submission. However, tenderers admitted to the following stage of the selection procedure will have to provide evidence on request.2. The declaration of satisfaction cannot be replaced by a declaration of honour. |
| **4 Received on 10/02/2017** | 1. We have not found tender regulations in the documents provided for this call for tenders but we have understood that part of the specifications sets out the order and the documents expected in the offer:* Technical offer: parts A, B, C, D (one envelope)
* Financial offer: part E (one envelope)
 | 1. You are right. We would like to remind you that tenderers shall present their financial offer using the price table provided in Annex 1 of the Tender Specifications. The price table shall be duly dated and signed by an authorized representative of the tenderer.Please also read the following provisions included in the invitation letter published on our website <http://www.eesc.europa.eu/?i=portal.en.running-calls-for-tenders-digitisation-historical-archives>:If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". The inner envelope must also contain two closed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial"). |
|  | 2. I would just like to obtain confirmation from you that the documents provided, relating to the framework contract:* framework-contract-eesc-da-gref-01-2017-en
* framework-contract---annex-1---tender-specifications (blank)
* framework-contract---annex-2---contractors-tender
* framework-contract---annex-3---model-for-specific-contracts-and-order-forms
* framework-contract---annex-4---declaration-on-the-list-of-pre-existing-rights

are the templates which will be taken over and included in the final framework contract and that, at this stage, we are not required to complete them and return them to you in our offer (technical and financial). | 2. You are right. Tenderers shall only prepare the technical and financial offer and shall not complete other documents. All other documents are provided for the purpose of informing tenderers about the applicable contractual provisions. |
| **5 Received on 21/02/2017** | Concerning call for tenders EESC/DA-GREF/01/2017, we would like to ask the following questions:**EN*** **PRICE TABLE**

With regard to the unit price of the microfiches, you refer to an indicative quantity of approx. 2 x 2 551 microfiches and after a \* which can be defined as: "a price per page on the microfiche"For item 1, 1. = 2 x 2 551 microfiches x **(B)** Unit price \* *one of the 98 pages transferred onto a microfiche* = **(A x B) TOTAL**

But if we multiply A x B, that means that the unit price is the price per microfiche (and not per page as indicated in the \*) because it specifies 2 x 2 551 microfiches!One of the 98 pages, that means 2 551 x 98 = +/- 250 000 pages (x 2 masters)= It can be concluded that all of the microfiches will be filled up with 98 pages ... however, in the call for tenders it says "98 **or fewer** pages"(From experience, we know that many microfiches are not filled up)For instance, where a file has 102 pages = A1 = folderA2 to G13 fileG14 INDEX **(= index of the microfiche or of the whole series of microfiches in this file?)**Therefore this means that the 2nd microfiche contains only a few pages!Conclusion: not all of the microfiches are full, therefore for 250 000 pages there will be a lot more than (2x) 2 551 microfiches.**How does one calculate A x B = total?***If we calculate the price in that way, that means that all the microfiches are full (98 pages), which is not the case!*The price per page is difficult because there will be some microfiches that are filled up and some with very few pages.**Is it possible to give a price per microfiche (creation, titling, development, etc.) + a price per page?** **AND if it is price per page, one page = 1 side (of a page) OR both sides (of a page)?? (a double-sided page = 2 pages on the microfiche)***250 000 pages = 250 000 sides (of a page) or 250 000 pages which may be one-sided and/or double-sided?* | Indeed, a microfiche may contain 98 pages or less.As indicated in the price table, a unit means one of the 98 pages transferred onto a microfiche.The total price (AxB) shall be given assuming that a microfiche contains 98 views.A page means a one-sided page. |
| **6 Received on 21/02/2017** | * **2.3.5 Digitising of photographs and other images**

Not included in the price table? | According to point 2.3.5 of the tender specifications, the contractor will be asked to digitise photographs and other images and, according to point 2.3.2, the contractor shall save documents and images on an external hard drive containing the files in PDF/A.Consequently, the price for digitised photographs and images shall be included in the column "External hard drive containing digitised files in .PDF/A format including OCR" of the Price Table (Annex 1 of the Tender Specifications). |